



# **“Client”**

## **Diana Murphy Room**

### **Party Package**

#### **PM Saturday/Sunday Program**

**Client time: 2:30pm to 5:30pm**

**Birthday Party Date:** \_\_\_\_\_

**Client’s Name:** \_\_\_\_\_

**Birthday Girl/Boy’s name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Amount of Kids:** \_\_\_\_\_ **Ages:** \_\_\_\_\_ **Recreation Leaders needed:** \_\_\_\_\_

**Entertainment time:** 3:30pm to 5:00pm

### **Party Plan**

**2:30pm to 3:00pm**      **Client Set-Up Time**

**3:00pm to 3:30pm**      **Guests Arriving Time / Playground**

**3:30pm to 3:55pm**      **Party Package Program (PPP) Starts**

- Ice breakers, fun games, comedy & music & movement games.

**3:55pm to 4:25pm**      **Outdoor Games / “Water Feature”**

- Outdoor games (grass area) or indoor games (depends weather condition).  
Games: relays, races or parachute game.

**4:25pm to 4:55pm**      **Snack Time & Calm Activities (one activity only)**

- Animal Balloons
- or Face Painting

**4:55pm**      **Cake Time**

- We organize the children around the cake table. Check with the client.

**5:00pm**      **Surprise for the birthday child only and good bye.**

- Get the children together, call the birthday child, give her/him a surprise and say good bye to everyone.

**5:00pm to 5:30pm**      **Client Clean-Up Time**

**Client’s Signature** \_\_\_\_\_

**Date** \_\_\_\_\_